

Putting Ideas Into Action!



Exhibitor Information



Project Management Challenge March 21-22, 2006

Registration opens November 7, 2005

Moody Gardens Hotel and Convention Center
Galveston, Texas
Near Johnson Space Center



Moody Gardens Hotel and Convention Center

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Contact Information

Exhibits

Exhibitor Manager

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Supporter Contact

Supporter Coordinator

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Conference At-a-Glance

Benefits of Exhibiting

Great way to gain maximum exposure to NASA Project Management community.

Morning and afternoon breaks are located in the Exhibitor Hall!

A fifty word company description will be included in the Program Guide given to each attendee, if booth space is paid for before January 16, 2006.

Exhibitor Reception March 20, 2006, 6:00 - 8:00 P.M. in Exhibitor Hall!

Anticipated Audience

- All NASA centers and Headquarters
- Other Federal Agencies
- Aerospace Industry
- Universities

Break times

Tuesday March 21, 2006	Wednesday March 22, 2006
10:00 - 10:15	10:00 - 10:15
11:15 - 12:45	11:15 - 12:45
1:45 - 2:00	2:00 - 2:15
3:00 - 3:15	3:15 - 3:30
4:15 - 4:30	

Cost

Exhibitors will be charged \$350, which includes:

- Booth - 10ft x 8ft
- 6 foot table with tablecloth
- Two Chairs
- Electricity

Every attendee, including all exhibitor booth support will be charged \$375. Each person must register separately. Exhibitors are responsible for the costs associated with internet access, logistics and special requests.

**Registration opens
November 7, 2005**

**Booth Space is going quickly!
Visit <http://pmchallenge.gsfc.nasa.gov>**

Exhibitor Deadline Checklist

November 7, 2005

- ☐ **Registration starts.** First come, first served basis. Registration ends February 28, 2006.

January 16, 2006

- ☐ **Deadline for inclusion in the Program Guide, see** (<http://pmchallenge.gsfc.nasa.gov/Exhibitors.htm>) **for submission form.** Exhibitors must be paid in full by this date to be included in the program guide.

February 28, 2006

- ☐ **Final Payment Due.** If payment is not received by this date, you forfeit your participation at this conference.

March 3, 2006

- ☐ **Cancellations must be done via E-MAIL to Nillofar.Naderi.1@gsfc.nasa.gov**
 - 1) Cancellations received prior to March 3, 2006 are charged \$75 for administrative handling.
 - 2) There are no refunds on cancellations received after March 3, 2006.
 - 3) Registrants who do not attend the conference and who do not cancel their registration in writing by March 3, 2006 will not receive a refund.
 - 4) Substitutions are welcome. If you find that you are unable to attend and would like someone else to attend in your place, please notify John Bacak at 703-435-9155 x 404 prior to the event.**No walk-in registrations will be accepted.**
- ☐ **Phone/Internet service order form** is due to Moody Gardens.

March 13, 2006

- ☐ **Booth Assignments** will be finalized.

March 13-17, 2006

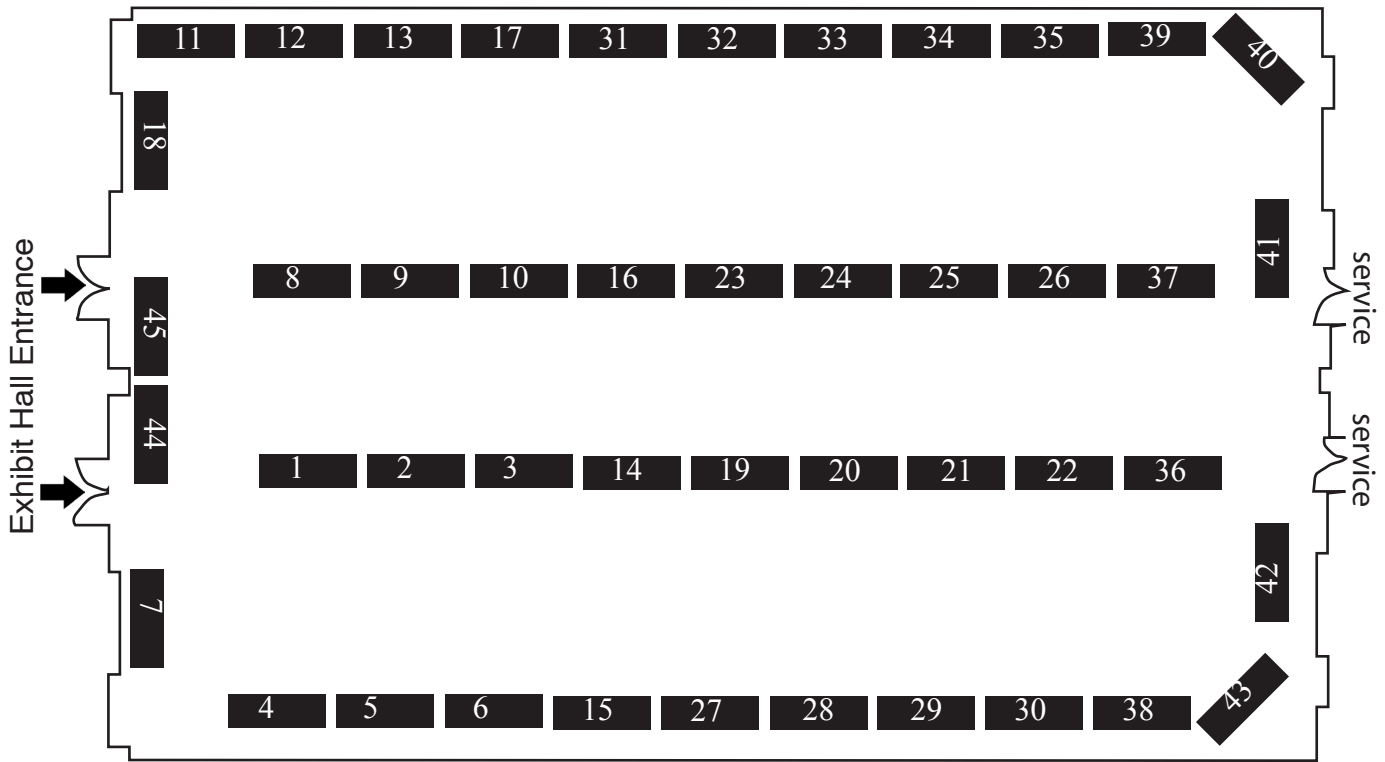
- ☐ **Shipment of Containers** may start to arrive at Moody Gardens March 13-17. Arrange for receiving with Moody Gardens. (See next page)

March 20, 2006

- ☐ **Check-In begins at noon.** You will receive your name badge and exhibit location.
- ☐ **Set-Up begins at noon, and must be completed by 6 p.m. in order to accommodate the exhibitor reception.**
- ☐ **Attend Exhibitor Reception!** March 20, 2006 from 6 p.m. to 8 p.m.

March 22, 2006

- ☐ **Breakdown of the Exhibits** 4 p.m. - 9 p.m.



Exhibitors Layout:

Booth assignment will be determined by the date and time of registration and when payment is received.

Important Information

Phone/Internet:

For phone and internet, complete and submit the Phone and Internet Order form and return to Moody Gardens. Form is on the next page.

Shipment of Containers:

View the form on the next page for fees associated with shipping material in advance. Drayage should be mailed between March 13-17, 2006. The Moody Gardens Warehouse will be closed over the weekend and will not accept deliveries. On the address label identify your company's name.

Shipping Address: Moody Gardens Hotel and Convention Center
Attn: Rebecca Quebe, NASA PM Challenge
Seven Hope Boulevard
Galveston, Texas 77554

After the conference have the forms completed for any air or ground carrier you choose to use. Moody Gardens has regular pickups for DHL, FEDEX, and UPS. For other carriers, please contact them directly and make your own arrangements.

**For special AV requirements or other questions, contact Niloo Naderi,
Niloo.Naderi.1@gsfc.nasa.gov or 301-286-5694**

MOODY GARDENS HOTEL AND CONVENTION CENTER

PHONE/ INTERNET SERVICE ORDER FORM

Return to: MOODY GARDENS
 Seven Hope Boulevard
 Galveston, TX 77554
 Fax: 409-683-4936
 Attention: Catering Department

Will accept cash, checks, Mastercard
 Visa and American Express

Please call with any questions:
 1-800-582-4673 X 4419

MC # _____ Exp ____/____
 VISA # _____ Exp ____/____
 AMEX # _____ Exp ____/____
 CARD NAME _____
 (please print)
 SIGNATURE _____

Name of Exhibition or Show: _____ Booth # _____

Firm Name: _____ Phone () _____ - _____

Address: _____ Zip: _____

Ordered By: _____ Signature: _____ Date: _____
 (please print)

FOR GUARANTEED SERVICE, ORDERS MUST BE PLACED 30 DAYS IN ADVANCE

Rates quoted below cover only the bringing of service to the booth and does not include connecting equipment or special wiring.

All wiring and electrical work on exhibitors display will be charged on a time and material basis.

Proper tagging of equipment to indicate voltage, phase, current, etc. are exhibitors responsibility.

Power turned on one (1) hour before show opening and to be turned off at a show closing. If power is required before or after these hours, special arrangements must be made with the Hotel.

QTY	REQUIREMENTS (PER OUTLET)	UNIT PRICE	TOTAL
	Outlets to 1000 watts - 120 volts - Single Phase	Provided with table	
	Phone Outlet (with credit card guarantee only)	\$162.38	
	Analog Line (with credit card guarantee only)	\$162.38	
	High Speed Internet (with credit card guarantee only)	\$162.38	

Drayage: Any Item shipped to Moody Gardens under 10 lbs. will cost \$25.00 per item. Charges must be guaranteed by a credit card.

All other crated material over 10 lbs that does not require additional handling or special handling will cost \$35.00.

There will be a \$250.00 charge to deliver heavy equipment or anything that involves special handling.

WE PREFER DRAYAGE TO BE HANDLED BY THE DECORATOR.

Previous Exhibitors

Advanced Projects, Inc.

APPL, NASA

ARES Corporation

Booz Allen Hamilton

C/S Solutions

ClearSpecs Enterprises

Compliance Software Technology Inc.

Computer Sciences Corporation

CNSI

Dekker Ltd

Edwards Industries LLC.

ESI International

Forte Systems, Inc.

Futron Corporation

Galorath Incorporated

George Washington University

Humphreys and Associates, Inc.

Item Software (USA) Inc.

Labor Logix, Inc.

Management Concepts

MCR Federal Inc.

Microsoft

Mindjet

Office of Safety and Mission Assurance/
Risk Management

Pcubed

PMO Link Government Solutions, Inc.

Praxis Engineering Technologies

Primavera Systems

Project Management Institute

PMI A&D SIG

Project Masters, Inc.

QSM, Inc.

QSS Group, Inc

Raytheon Technical Services Company

Robust Decisions, Inc

Root Learning, Inc.

SGT, Inc

SkillSoft Corporation

Southwest Research Institute

Scientific Technical Information (NASA STI)

Strategic Technology Institute

Strategic Thought Inc.

Swales Aerospace Inc.

The CBT Workshop

Valador, Inc

VICOR Business Services, Inc.

Villanova University Online

Welcom